

Bandari Sahithi

Electrical and electronics Engineer

Vitals: Hyderabad, India.

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Objective

To be a part of an organization where I can show my experience, technical and management skills to meet company goals and objectives with full integrity and zest.

Skills & Abilities

Technical: C language, MATLAB Simulation, MS Office, CAD, MS Excel.

Personal: Team player, willing to learn and lead, creative.

Linguistic proficiency: English, Telugu, Hindi, basic Japanese

Experience:

E.P.F.O INDIA, India- Accounts Officer

February-2021 to present

- Handled accounts of employees of various establishments and companies.
- Responsible for Taxation, settlement and approval of account holders' claims.
- Coordinate among various sections like compliance, grievances, audit.
- Attending the subscriber's queries and solving them efficiently in a timely manner

Union Bank of India, India -Scale 1 Officer

November-2020 to February-2021

- Worked for Government of India in banking sector and experienced customer interaction at ground level.
- Verified customer data, performed credit checks and processed transactions.
- Compiled and analyzed banking data and reported on findings.
- Assisted customers in exploring potential options, available financial services and familiarized them with bank policies.
- Opened many new accounts and significantly increased bank's revenue in a short span.
- Reviewed, processed credit and loan applications, maintained incoming and outgoing cash records.

M.E.I.L, India- Tender and Quotation Analyst

April-2019 to September-2019

- Worked as a part time analyst and handled few cases with the team.
- Scrutinizing customer's technical specification to understand and analyze the requirements.
- Preparing pre bid and post bid clarifications, documents and drawings.
- Involved in technical quotation with optimized costs.
- Clarifying customer related queries and suggesting better possible alternate solutions.

Olectra Greentech Limited, India-Assistant Engineer (Testing)

May-2018 to August-2018

- Planned, conducted tests with a team of five, evaluated results and reported onsite as well as offsite status efficiently.
- Calibration and verification of electrical instruments.
- Assigned tasks and directed technicians on testing procedures.
- Engaged in document research, data inspection.
- Performed condition assessments, located issues and initiated repairs of systems.
- Involved with CAD designers for electrical solutions.

Toshiba Transmission and Distribution Systems, India- Electrical Engineer Intern

May-2017 to June-2017

- Closely observed working of switch gear department.
- Designed various modules like disconnect switch, high speed earth switch, cable heads.
- Assisted in developing engineering solutions
- Received experience in project planning, execution and engineering research.
- Analyzed product performance and made appropriate recommendations for improvement.

N.T.P.C INDIA, India – Industrial Trainee

- Got exposure of real operational and maintenance activities.
- Learnt about switchyards, generators and their installation.
- Understood about day to day operations of a thermal power plant.

Education:

Bachelor of Technology- J.N.T.U College of Engineering, India (2014 to 2018)

Major in Electrical and Electronics with 75%

Intermediate – Sri Chaitanya Junior College, India (2012 to 2014)

Major in Mathematics, Physics and Chemistry with 95.2%

SSC -Vijay High School, India (2011 to 2012)

Major in Science with GPA of 9.8/10

Projects and Awards

- Trained on “INDUCTION MOTORS” by SIEMENS in collaboration with APSSDC.
- Award from IISC Bangalore for poster presentation on “Solar Energy”.
- “IOT based plant watering system” won second prize under “Idea for greater good” category at JNTU technical fest.

Extracurricular Activities

- Workshop on solar energy harvest and management at IISC Bangalore.
- Member of arts club in JNTU, event coordinator of poster presentation at annual cultural fest – UTKARSH’17.
- Participated in various art and technical events at JNTU and BITS Pilani, Hyderabad.
- Appreciated for representing our college in cultural fest at NIT Warangal.